

**Saint Paul Public Schools
Transportation Office
Special Education Bus Assistant/Adult Crossing Guard Transportation Funding Request
For the 2023/2024 school year**

**Notice: this form is a request for Transportation funding,
to be used in conjunction with Employee Requisition**

School (and/or special education program description) _____

Employee Name (Printed) _____ Employee payroll ID # _____

Employee Bargaining Unit:

- Teaching Assistant
- Educational Assistant (only if no Teaching Assistant is available)

This request is for:

- Returning employee with the same transportation duties
- Returning employee from a different SPPS district school or different SPPS program position
- New Employee Home Phone: _____ Cellular Phone _____

Assignment:

Frequency:

Special Circumstances:

- Adult Crossing Guard Daily
- Spec. Ed. Bus Assistant Substitute On a bus that has other Assistants
- "1 on 1" Student Management Assistant (attached a copy of the student's IEP) (In special circumstances more than one assistant may be assigned to a route with approval from the Special Education Director and Transportation Director)

Other information:

Bus Assistant's assigned bus route number(s) _____
Adult Crossing Guard's assigned corner _____
Employee being replaced (if applicable) _____

**Note: Bus Assistants and Adult Crossing Guards
are paid hourly for actual transportation time**

Principal (signature) _____ Date _____

Approved for Transportation Department Funding
 Denied from Transportation Department Funding
Transportation Official _____ Date _____

FAX to 651-265-0910
Questions to Koury Michlitsch 651-744-8117